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| **Job title:**  | Quantity Surveyor (Pre Contract) |
| **Department:**  | Commercial |
| **Responsible to:**  | Commercial Manager |
| **Responsible for:**  | NA |

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| **Job Purpose:**  |
| **Working as part of the Commercial team,** you will ensure commerciality is at the forefront of all that we do.Responsibilities will include; project cost control, risk and opportunity management, procurement/subcontract administration, Viability production and budget production / forecasting. |

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| **Main Duties and Responsibilities:** **Tendering/Procurement*** Responsible for multiple pre contract developments – preparing tender and procurement process for handover to QS at site start.
* Secure best rates/value through comprehensive tender lists ensuring a minimum of 3 sub-contractors per trade on each development
* Issue and detailed analysis of site tenders
* Work with commercial and production teams through procurement process to ensure communication of accurate and consistent information to deliver projects.
* Contribute towards monitoring and review of supply chain for the region.
* Gain approval of all sub-contractor tender lists prior to commencing tender process
* Contribute to pre-tender / operations meetings including those with sub-contractor attendance and provide commercial reports where requested

**Land Bids/Viabilities/Budgets*** Support the preparation of land bids/financial viabilities and detailed budgets for commercial management approval in line with business plan requirements and deadlines.
* Produce updates and revisions to viabilities in line with Land team / Management team requests
* Collaboratively ensure any updates are recorded and understood with key colleagues
* Understand the reasons behind financial changes on projects and take steps to incorporate into future projects.
* In conjunction with our land and technical teams ensure all design and planning is informed by accurate cost information and focuses on accuracy, efficiency and value improvement.
* Provide cost information in relation to project risk and opportunity
* Challenging proposed solutions and costings on a project by project basis to maximise land value and profitability whilst championing best practice.
* Contribute to pre-contract and pre-start meetings

**General*** Provide support and feedback to post contract QS team where required.
* Contribute towards creating and delivering the cost base for the region
* Identify potential build cost savings through alternative specification proposals
* Contribute to preparation, compiling and updating trade specifications
* Monitor and track changes to specifications in respect to cost implications and report to wider business
* Support in pre-function tools maintenance and updates
* Support in build costs data analysis

**Behaviours*** Demonstrate role model behaviours in line with the Aspire behavioural framework
* Establishing strong working relationships across a number of departments including commercial, technical, sales and production.
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| **Key Attributes** | Core:* Significant knowledge of the construction industry
* Good IT skills, specifically MS Excel
* Excellent attention to detail
* Ability to manage multiple stakeholders and key colleagues
* Excellent communication skills and problem solving skills
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| Desirable: |
| **Qualifications/****Experience** | Core:* Full driving licence
* Experience of working proficiently with key software packages: COINS
* Experience of working with and managing sub-contractors
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| Desirable: |

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| **I confirm I have read and understood my job description.** |
| Employee Name |  | Date |  |
| Employee Signature |  | Date |  |
| Line Manager Signature |  | Date |  |

I*t is a requirement of Story Homes that all staff work in a flexible manner compatible with their job and in line with the objectives of the company. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the business.*